

Little Traverse Bay Bands of Odawa Indians
7500 Odawa Circle Harbor Springs, MI 49740
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LTBB Job Hotline 1-866-582-2562

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Job Posting

Job Title:	Legislative Attorney
Department:	Tribal Council
FSLA:	Exempt
Reports To:	Legislative Leader
Salary Range:	\$85,000 annual plus fringe for a two (2) year contract
Open Date:	11-10-06
Closing Date:	Open until filled

SUMMARY

The primary function of the Legislative Attorney is to serve the Tribal Council and provide legal advice in order to promote and protect Tribal Sovereignty, Tribal Self-sufficiency, and Tribal Self-determination. The Legislative Attorney shall interact and communicate with Tribal Council, representatives from other tribes, local, state, and federal units of government when necessary; and in some cases the Tribal citizens while maintaining effective cooperative relationships. The Legislative Attorney will provide advice and analysis of the Tribal Constitution, Tribal Codes, state and federal laws, and regulations. The Legislative Attorney shall also provide assistance in the review and drafting of laws, policies, agreements, proposals, and contracts to Tribal Council.

RESPONSIBILITIES

Job responsibilities may include the following tasks, knowledge, skills and other characteristics. This list of job responsibilities is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position. Other duties may be assigned.

- Must be willing to work outside the normal hours of business when the work situation requires it. This would include, but not limited to, times of travel.
- Must work with the Tribal Council and Tribal Council Office staff. This work will include a continuing list of goals and objectives submitted within the first 30 days of hire and there after annually through the process of annual job performance reviews.
- Must be willing and able to travel.
- Shall be responsible for reporting to the Legislative Leader and in some cases the Tribal Council, with the status of all actions and activities that are undertaken in order to achieve the Legislative Agenda and overall goals and objectives that have been established.
- The Legislative Attorney will offer logical opinions to the Tribal Council for possible action related to Tribal citizenship and government issues. This will include drafting and interpreting resolutions and statutes for the approval of the Tribal Council and speaking on behalf of the Tribe about legislative issues that are of interest to the LTBB of Odawa Indians.

- Serve as an attorney for the LTBB Tribal Council in any court actions.
- Must assist the Legislative Leader in writing an article to be published in the Odawa Trails Newsletter, updating the Tribal Citizens of legislative activities, on a monthly basis.
- Possess knowledge of Tribe's history, and legislation that has affected the development of the Tribe to Tribal Citizens.
- Must be prepared to manage (an) employee(s) if/when the duties of the office call for more staff work than what the Legislative Attorney can effectively provide on his/her, own. Other legislative staff or public relations staff could potentially be hired for this office.
- Must attend the Tribal Council Regular work sessions and meetings, unless travel cannot be avoided. The Legislative Attorney will give an oral report of legislative activities during the past month. The Legislative Attorney may be required to attend special Council work sessions and meetings as requested or if there is information relevant to this office.
- Study proposed legislation and regulations to determine the potential effect it could have on the Tribe's interests. This should be accomplished through a process of monitoring Internet sources, analyzing legislative updates sent from lobbying/law firms or other Native American organizations. The Legislative Attorney must also be able to determine the best way to respond to legislation pertaining to the Tribe, and then seek approval of Tribal Council to do so.

OTHER NECESSARY SKILLS AND ABILITIES

- Ability to work with the Tribal Council while remaining neutral on all politically charged issues;
- Must be able to maintain confidentiality;
- Computer skills including Microsoft Word, Excel, and PowerPoint and the ability to utilize e-mail and Internet, fax, other types of office equipment and electronic research systems;
- Knowledge of principles of management and record keeping; and
- Must have a valid and unrestricted Michigan driver's license;

EDUCATION AND/OR EXPERIENCE

Must be a licensed attorney to practice law in the state of Michigan or an attorney who possesses a license to practice law in another state and obtains a license to practice law in the state of Michigan within twelve (12) months of hire.

LANGUAGE SKILLS

Ability to read, analyze, and interpret legislation and public law through writings or oral communication. Shall possess the ability to write reports and legislative opinions. Strong oral communication skills are needed to enable the program Legislative Attorney to effectively present information and respond to questions from the Tribal Council, Legal Department, Tribal Citizens, and politicians. Knowledge of the Odawa language is a plus.

COMMENTS

The Little Traverse Bay Bands of Odawa Indians gives preference to eligible and qualified applicants in accordance with the LTBB Indian Preference in Tribal Employment Statue. Must be willing and able to pass a background investigation and adherence to strict governmental policy in regard to confidentiality is a must.